



USAID | MOLDOVA

FROM THE AMERICAN PEOPLE

DATE: December 5, 2012

TO: All Interested Candidates

FROM: United States Agency for International Development, Regional Mission for Ukraine, Belarus and Moldova (USAID)

SUBJECT: Job Opportunity Announcement # 2, **External**, USAID/Moldova

POSITION TITLE: Senior Project Management Specialist – Economic Growth

POSITION TYPE: FSNPSC – 40 hours per week

POSITION GRADE LEVEL: FSN-12

ENTRY GRADE LEVEL: FSN-11 (Until the incumbent will successfully complete all mandatory USAID trainings and reach the full performance level of the position)

OFFICE LOCATION: USAID/Moldova, Chisinau

OPENING DATE: December 7, 2012

CLOSING DATE FOR APPLICATIONS: Friday, December 21, 2012 at 6:00 PM Chisinau time

APPLICATION AND SELECTION PROCESS: Interested applicants should e-mail their *current résumé* and *letter of interest* **in English** to the USAID Human Resources Unit at KyivVacancies@usaid.gov.

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus and Moldova is an equal opportunity employer.

Note: Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

Initial screening will be based on the curriculum vitae or résumé and letter of interest. Best qualified applicants who meet minimum requirement will be invited for an interview and test.

BASIC FUNCTION OF POSITION

This position is located in the Moldova Office of the Regional Mission to Ukraine, Belarus and Moldova, and reports to the U.S. Direct Hire FS-01 Supervisory General Development Officer. The Office is charged with management of USAID programs in Moldova, including significant Economic Growth assistance programs. These programs are an important part of the USG program to strengthen Moldova's private enterprise sector, business regulatory environment, and the relevant government bodies necessary to promote economic growth and improve the well-being of all members of society. The incumbent is a senior leader in the economic growth sector for USAID Moldova and serves as the lead enabler for Use of Partner Country Systems for Direct Management and Implementation of Assistance.

As a senior economic sector development specialist, the incumbent is the recognized U.S. mission expert and FSN advisor to senior USAID Moldova management on issues of private and public economic sector development, including financial services, banking and commercial law, business development (ranging from the commercial legal and regulatory framework to tax and customs procedures), energy, agriculture and micro, small and medium-sized enterprise growth. The incumbent has direct oversight for the business climate reform program, which will directly support the Ministry of Finance, Ministry of Economy, etc. as well as new programs using Partner Country Systems. S/he is the primary Office liaison on all matters related to Energy regulatory policy, infrastructure and management.

The incumbent is requested by the Mission to frequently conduct research and analysis into economic growth issues, and therefore must be conversant in a broad range of areas, including agricultural development, business education, state budget analysis, export analysis, microfinance, foreign investment and the banking sector, to carry out the full range of economic and policy related advisory functions.

The incumbent is expected to operate and carry out duties with a high degree of independence. S/he provides direct technical and managerial oversight as Contracting Officer's Representative (A/COR) for a complex and mixed economic growth portfolio including the \$9 million BRITE business regulatory environment program, and a direct Government to Government assistance mechanism crafted through Partner Country systems. The incumbent is expected to be a mentor for subordinate technical staff and advise the Country Director on performance management, results achievement, and office operations. The incumbent is expected to liaise with the Office of the Chief Financial Officer (CFO), to assure quality control and consistency in implementing the new procurement mechanisms using reliable Partner Country systems for Direct Management and Implementation of Assistance.

USAID is the lead bilateral donor in the business environment sector. This advisory position therefore entails a high degree of demanding representational work with the Government of Moldova, international donors (World Bank, the International Finance Corporation, EU, UNDP, and EBRD) and external partners both in Chisinau and the regions. These contacts include Chiefs of Mission, Ambassadors, Deputy Prime Minister for Economic sector, the Minister of Economy, Minister of Finance, Minister of Agriculture, key deputy ministers, Parliament's Finance and Budget Committee, the Securities Commission, the Central Bank, the State Tax Administration, the State Customs Agency, and senior ranks of the US Treasury and the State Department's Office of the Coordinator of U.S. Assistance for Europe and Eurasia Office (EUR/ACE).

DUTIES AND RESPONSIBILITIES:

A. Representational, Advisory, and Senior Leadership:

50%

1. As a Moldovan authority on economic growth development matters, the incumbent is a recognized expert in the economics field and will provide strategic, technical, and organizational expertise as well as leadership in economic sector development and financing. S/he is called upon to frequently advise top office and embassy staff on a wide array of economic growth issues. The incumbent maintains close donor coordination and develops high level contacts. S/he designs and implements USAID-funded assistance through use of partner country systems. (15%)
2. Monitors program strategies and provides periodic updates on the Government of Moldova's development and execution of its economic policy and energy strategy. Analyzes the degree to which the objectives of USAID/Moldova's economic growth programs are being met. Presents strategic and programmatic findings in a clear and concise manner (verbally and in writing) to a wide range and high level audience; including Department of State personnel, new USAID employees, and USAID superiors (Office Directors, Office Deputies and the Front Office) (10%)
3. Formulates Mission and Embassy-wide strategies, operational plans and new concept papers that promote sound economic growth practices and internationally recognized standards and are consistent with USAID and Department of State programming guidance. Leads implementation of the Public Financial Management Risk Assessment Framework (PFMRAF) in Moldova. Leads discussions on the Energy sector coordination and development. Provides advice to the Office Chief and Mission Director/Deputy Director for use in modifying programs. (10%)
4. Identifies suitable opportunities which may increase Moldovan government and private sector contributions to economic growth in areas where USAID assistance can have an impact. Such activities could include policy dialogue, major alliances with new partners and coordinated approaches with other major donors like the World Bank. Promotes expansion of effective strategies and approaches that can expand coverage and quality of economic services. S/he assists in negotiations with host country government on project design and implementation, ensuring that host country officials at the highest level are apprised of program progress. These responsibilities require the incumbent to demonstrate highly developed professional judgment, with a high level of inter-personal skills and diplomacy, and to provide technical direction and management oversight. (10%)
5. Develops and sustains close collaborative, professional relationships with senior government and parliament officials, key business leaders, other major donors, international organizations, and leading economic development research institutions. Convenes strategic partners' meetings designed to build synergy between USAID and other donor organizations. These meetings may also include USAID Ukraine when Regional scope requires. (5%)

B. Activity Management

35%

Serving as a senior leader in the economic growth sector for USAID Moldova, the senior economic sectors development specialist leads, coordinates and directs the implementation of all of USAID/Moldova's private and public sector development programs.

S/he will be expected to perform the function of Contracting Officer Technical Representative (COTR) for projects within the USAID/Moldova economic growth portfolio, including currently the \$10M BRITE business regulatory reform project, and a direct assistance mechanism crafted through the Partner Country systems. As office programs move through various phases of development, s/he will design and implement additional activities.

Specific duties include:

1. Ensures that activities achieve their intended results. S/he provides technical and organizational leadership on the design, implementation, monitoring and evaluation of economic growth development programs. S/He ensures that partners meet their benchmark requirements in accordance with USAID regulations.
2. Conducts assessments and site visits to monitor program progress, as well as implementing partners, stakeholders, and counterparts' implementation of activities at the local, and regional government level on a periodical basis.
3. Provides high level technical advice to institutional contractors, grantees, Moldovan Government officials, and other stakeholders as warranted.
4. Organizes and leads internal review meetings to evaluate contractor's performance based on identified criteria.
5. Collaborates with other USAID projects, and other donors and organizations in the economic development sector to ensure synergy of program activities with those of other organizations, to achieve maximum pertinence and impact.
6. Acts as the main point of contact (POC) in the area of regulatory reform, energy sector reform and public sector development, as well as micro and SME financing. S/he provides proficient and professional guidance along with technical direction to the implementing partner/s.
7. Manages financial matters related to program activities, such as providing administrative approval of vouchers, planning and preparing for annual incremental funding amendments, and other financial administrative activities as needed, to ensure that fiscal needs of the recipient U.S. and local contractors are met in a timely manner.
8. Prepares all necessary internal USAID program implementation documentation for smooth program implementation, including Program Implementation Letters (PILs), GLAAS actions and other required reporting.
9. Prepares and submits the annual evaluation of contractors' performance for inclusion in the central database of contractors.

10. Facilitates assistance in assessing partner country government fiduciary risk before obligation of funds by using the PFMRAF.

11. Serves as a key reference point for the TraiNet database system.

C. Supervision

15%

Directly supervises the work of an FSN-9 Project Management Assistant.

Supervision may also include Junior Officers for short periods of time, and DLIs during their rotational training assignments, where the incumbent will be responsible for mentoring and development.

The incumbent identifies and distributes work to Team members based upon priorities, complexity of tasks, and selective consideration of the capabilities of Team members; monitors the progress of work assignments; reviews completed work and accepts, amends, or rejects work as necessary.

As a part of the overall Phase-Out Planning process, the incumbent performs other management duties as assigned or required.

DESIRED MINIMUM QUALIFICATIONS:

1. Education: Master's Degree in the field of economics, management science, business administration, finance, marketing, international development, or related subject is required with strong technical emphasis or specialization in the areas of business development, financing, trade and investment, privatization, and/or competitiveness.
2. Prior Work Experience: The Specialist is required to have a minimum of eight (8) years of economic growth development experience with multi-lateral or bi-lateral organizations, including at least five (5) years as program manager for a large economic growth development project.

Five to seven years' experience is required of handling a range of managerial tasks (e.g. monthly/yearly plans and objectives, staff control and development, budgetary control, service enhancement, managing projects).

Recent experience in the area of economic sector development as applied to economic growth and economic reform programs in transition economies is required. Experience in the programmatic areas of business development services, competitiveness, advocacy against constraints to business, public-private partnerships, and economic growth-enabling national economic governance policies (for example, registration, permits and licensing) is required.

A thorough understanding of major problems frequently faced by transition economies and hands-on experience is valuable.

3. Post Entry Training: Participation in job-related seminars, workshops and development studies programs organized by USAID, e.g. COTR courses, EG modules, USAID's e-Learning Institute Courses, etc. Appropriate modules of the Leadership and Program Operations Training Initiative such as Managing for Results, Organization and Operations, Team Skills,

training in agency database systems and in other special areas related to duties when available, including third-country leadership training, as appropriate and available.

4. **Language Proficiency:** Level IV English (fluent proficiency), in both written and spoken English, is required; Level IV (fluent proficiency native facility) in Romanian is required, as well as and Russian, in order to communicate directly with outside contractors, and to interact with authorities in neighboring countries. Incumbent must be able to communicate clearly and effectively with all categories of Mission employees and appropriate Embassy personnel, as well as the general public, to assure complete comprehension of Agency regulations and program information as well as in preparation of technical reports and presentations and briefings.. Incumbent must also be capable of preparing specific technical and analytical reports and documents related to economics, finance, and quantitative issues.
5. **Knowledge:** A thorough understanding of Moldovan policy environment is required. Must also have a thorough knowledge of Moldovan economic, political, social and cultural characteristics; local business practices; and, of political and development prospects and priorities. Thorough knowledge of U.S. Government legislation relating to development assistance and USAID programming policies, regulations procedures and documentation is essential. Knowledge of USAID project development, design, management, performance monitoring and reporting, and procurement policies and procedures is required. A thorough understanding of major problems frequently faced by transition economies and hands-on experience is valuable.
6. **Skills and Abilities:** The senior economic sectors specialist is a recognized and appreciated expert in the Moldovan economics sphere. The incumbent must have superior analytical and communication skills. Demonstrated ability to establish and maintain high-level contacts in the Moldovan Government, donor organizations, bilateral and multilateral agencies, private-sector organizations, and educational institutions. The ability to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports is required. The incumbent must have the ability to assist in the development of revised public policies. Proven, demonstrated ability to work independently under tight deadlines and heavy workload within agreed upon parameters with minimal supervision or guidance and while exercising sound judgment is required. Skills in conceptualizing project programming, policies and plans and developing strategies for their implementation is required. Ability to work effectively in a team environment and proactively work to achieve consensus on policy, project and administrative matters is required. The position requires an entrepreneurial, results-oriented approach to assistance, and the ability to diplomatically and tactfully confront and resolve institutional and interagency bureaucratic challenges while maintaining collaborative relations. The incumbent must have operational and management skills; computer skills including ease and skill in using word processing and power point programs, email, databases and spreadsheets; and the ability to conceptualize both strategically and programmatically.

POSITION ELEMENTS:

1. **Supervision Received:** The incumbent is under the supervision of the Deputy CPO/SGDO. Assignments are in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of project goals, effectiveness in meeting host country and USAID objectives and integration with other initiatives in the economic growth objective of the U.S. Foreign Assistance framework.
2. **Available Guidelines:** The incumbent will abide by all Embassy and USAID administrative procedures, USAID's Automated Directives System, supervisor's oral and written instructions, and USAID/Moldova Mission Orders.
3. **Exercise of Judgment:** The incumbent shall demonstrate a professional level of judgment and initiative in order to respond to intra-office, inter-office, inter-agency and inter-governmental activities. Sound judgment is required to deal effectively with government officials. Judgment to anticipate and identify office needs related to administrative and program support is important. S/he is also required to use sound judgment in dealing with implementing partners and other U.S. governmental entities. The incumbent is expected to analyze situations and the requirements to resolve problems. The incumbent must recognize requests for decisions or position papers that require prior USAID review and approval.
4. **Authority to Make Commitments:** Commitments are limited to actions within the scope of the position (i.e., advising on when actions will be completed, assuring that required documents will be delivered by a certain time, etc.). No commitments are authorized to GOM officials, international agencies, donor organizations, contractors or grantees.
5. **Nature, Level and Purpose of Contacts:** Continuous contact is maintained with senior levels of the Moldovan Government, including Deputy Prime Minister for Economic Sector, the Minister of Economy, Minister of Finance, Minister of Agriculture, key deputy ministers, Parliament's Finance and Budget Committee, the Securities Commission, the Central Bank, the State Tax Administration, the State Customs Agency, and senior ranks of the US Treasury and the State Department's Office of the Coordinator of U.S. Assistance for Europe and Eurasia Office (EUR/ACE), international agencies (World Bank, the International Finance Corporation, EU Commission, UNDP, and EBRD), educational institutions, and NGOs to obtain unpublished and published information concerning the projects and the economic growth program. Contact is at all levels in the Mission, the Embassy, and with contractors/grantees to monitor activities, resolve problems, provide guidance, advice, and attend workshops and seminars, and other meetings.
6. **Supervision Exercised:** This is a Supervisory position with direct oversight for an FSN-9 Administrative Assistant. The incumbent is responsible for the mentoring and development of this Office staff-member.
7. **Time Required to Perform the Full Range of Duties:** One year.